

# SOUTHEAST POLK COUNSELOR PERFORMANCE EVALUATION INSTRUMENT

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description: Counselor for the \_\_\_\_\_ building

## PROFESSIONAL PRACTICE 1: INSTRUCTIONAL PROCESS / LEVELS OF PERFORMANCE

CRITERIA	DOES NOT MEET	NEEDS IMPROVEMENT	MEETS
<b>THE COUNSELOR:</b>			
<b>A. Demonstrates knowledge of developmental counseling.</b>	Lacks knowledge of developmental counseling; fails to use appropriate resources to meet the varied needs, abilities, and interests of students; fails to use district mission and outcomes.  0	Inconsistently demonstrates an understanding of developmental counseling as well as district mission and outcomes; uses materials and resources inappropriately to meet the varied needs, abilities, and interests of students.  0	Demonstrates an understanding of developmental counseling; uses district mission and outcomes; utilizes materials and resources to meet the varied needs, abilities, and interests of students which are appropriate to counseling.  0
<b>B. Demonstrates the ability to plan and prepare appropriately.</b>	Fails to develop and plan individual and small group sessions; has no daily plan; has low expectations of performance based on individual's abilities.  0	Does not consistently plan individual and small group sessions; has some daily plans; has inconsistent expectations of individuals.  0	Shows appropriate planning of individual and small group sessions; has daily plans; has high expectations based on individual's ability.  0
<b>C. Implements effective techniques of counseling.</b>	Fails to provide counseling, consultation, parent education, referral services, and crisis management.  0	Attempts to provide counseling, consultation, parent education, referral services, and crisis management.  0	Successfully provides counseling, consultation, parent education, referral services, and crisis management.  0
<b>D. Maintains a productive environment.</b>	Exhibits little evidence of caring and effective communication; does not provide new student orientation.  0	Is inconsistent in showing caring and effective communication; provides ineffective student orientation.  0	Uses appropriate classroom management to maintain a positive learning climate; communications are clear; relevant dialogue is encouraged.  0
<b>E. Prepares appropriate evaluation activities.</b>	Uses irrelevant assessment of students; maintains no records or notes.  0	Occasionally keeps records; inconsistently assesses students' progress.  0	Provides accurate student assessment; maintains orderly records.  0

### COMMENTS:

PROFESSIONAL PRACTICE 2: INTERPERSONAL RELATIONSHIPS      LEVELS OF PERFORMANCE

CRITERIA	DOES NOT MEET	NEEDS IMPROVEMENT	MEETS
<b>THE COUNSELOR:</b>			
<b>A. Demonstrates positive interpersonal relations with students</b>	Makes no effort to know each student; does not keep information confidential; shows signs of stereotyping; does not understand developmental stages of students..  θ	Makes limited attempt to know each student; inconsistently keeps information confidential; occasionally shows signs of stereotyping; limited knowledge of developmental stages of students..  θ	Knows each student; keeps information confidential; appreciates differences in students; applies knowledge of the developmental stages of students..  θ
<b>B. Demonstrates positive interpersonal relations with staff.</b>	Uncooperative with other staff members; uncooperative with administration; blatant indiscretions regarding confidential information as prescribed by ACA and Iowa Code.  θ	Works with staff and administration but does not contribute or share in a cooperative manner; on occasion disregards confidential information as prescribed by ACA and Iowa Code.  θ	Cooperates with staff and administration by participating and sharing; is consistently discreet with confidential information as prescribed by ACA and Iowa Code.  θ
<b>C. Communicates with and informs parents concerning school-related matters.</b>	Avoids interactions with parents; disregards confidentiality.  θ	Communicates intermittently with parents; occasionally disregards confidentiality.  θ	Communicates with parents and provides timely information; is discreet with confidential information.  θ

COMMENTS:

# PROFESSIONAL PRACTICE 3: PROFESSIONAL QUALITIES

# LEVELS OF PERFORMANCE

CRITERIA	DOES NOT MEET	NEEDS IMPROVEMENT	MEETS
<b>THE TEACHER:</b>			
<b>A. Participates in the continuing development of programs and curriculum in the district.</b>	Refuses to participate in and contribute to the development and planning of the school program; refuses to accept new materials or practices.	When directed, grudgingly gets involved in the development and planning of the school program; is reluctant to accept new materials and/or new practices.	Supports and gets involved in the development and planning of the school program; uses new materials and/or new practices.
	0	0	0
<b>B. Exhibits professional behavior.</b>	Blatantly disregards professional ethics; refuses to fulfill obligations required and implicit in the job description.	Follows professional ethics on occasion; inconsistently cooperates with obligations required and implicit in the job description.	Is guided by professional ethics; cooperates with obligations required and implicit in the job description.
	0	0	0
<b>C. Demonstrates commitment to professional growth.</b>	Shows little or no interest in professional growth activities.	Participation in professional growth activities is limited; links to the school and its programs are not obvious.	Seeks out and participates in relevant professional growth activities; links professional goals to those of the school and its programs.
	0	0	0

## COMMENTS:

## EXPLANATION OF RATINGS:

### MEETS:

Regularly performs the tasks and exhibits the characteristics as described in this instrument.

### NEEDS IMPROVEMENT:

Is inconsistent in performing tasks and in exhibiting characteristics as described in this instrument and must fulfill a professional job target in order to improve to meet district standards.

### DOES NOT MEET:

Consistently fails to perform tasks and exhibit characteristics as described in this instrument and/or has failed to improve sufficiently to meet district standards

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature